22EN104 TECHNICAL ENGLISH COMMUNICATION

Hours Per Week :

L	T	P	C
2	0	2	3

PREREQUISITE KNOWLEDGE: Basic sentence formation, understanding contextual meanings, basic writing skills and moderate fluency in English.

COURSE DESCRIPTION AND OBJECTIVES:

In this course students will read, analyze, and interpret material from technical and general fields, and practice reading, writing, listening and speaking skills to gain exposure and functional English on a variety of contemporary topics. The overall course objective is to provide English for Specific Purposes(ESP) instruction to enhance students' reading, writing, listening and speaking skills through a practice in the language. It will aim to build students' confidence and motivation through exposure to academic skills like Note making/taking, Paraphrasing, Summarizing, Report Writing, Making Presentations etc., so as to generate interest in the language from an ESP perspective. Finally, students are expected through the course to gain key strategies and expression for communicating with professionals and non-specialists.

MODULE-1

UNIT-1   **8L+0T+8P=16 Hours**

GENETICS:

Reading: Reading for Note Making Sub skills: Reading for global understanding (skimming), specific information (scanning), understanding main ideas and supporting ideas, guessing contextual meanings from the text. -Vocabulary building: commonly used roots, prefixes, and suffixes.

Writing: Note making, organising main points and sub points, numbering and sequencing, suggesting titles, paraphrasing and summarising.

Functional grammar: Common Errors in Articles and Prepositions (Handout).

Listening: Listening for Note Taking: top down and bottom up approach, listening for main ideas and supporting points.

Speaking: Presentation in teams - ideas on the topic summarised, making a PPT, effective introductions and conclusions, logical organisation of content, using appropriate structure and cohesive devices.

UNIT-2   **8L+0T+8P=16 Hours**

ALIENS:

Reading : Predicting, skimming, scanning, reading for inference, extrapolative reading

Vocabulary building: Academic vocabulary from the text: synonyms, antonyms, Words often confused.

Writing : Paragraph writing; writing a topic sentence, supporting sentences, effective introductions and conclusions, use of cohesive devices. Types of Paragraphs: Descriptive, narrative, argumentative and expository.

Functional grammar: Common Errors in Verb forms and Conditional sentences (Handout).

Listening : Listening for identifying parts from a description, listening to and sorting information, listening for specific information.

Speaking : Narrating/Retelling an incident, using suitable cohesive devices/discourse markers Speaking of past and present habits/ activities/events - Speaking of future plans.

PRACTICES:
- Note making.
- Summarizing.
- Paragraph Writing.
- Error correction and Restructuring.
- Vocabulary building.
- Listening comprehension.
- Note taking.

MODULE-2

UNIT - 1   **8L+0T+8P=16 Hours**

SOCIAL MEDIA – HEALTH AND NUTRITION:

Reading   : Reading for factual information researching for supporting evidence - skimming, scanning, Vocabulary building: One-word substitutes.

Writing : Letter Writing- E-mail writing – New age communication – Format, protocol, and style- WhatsApp, Facebook and Twitter Functional grammar: Common Errors in Sub-Verb Agreement and Modals.

Listening : Listening to a Business Presentation: Listening for deducing information, for abstract details and specific details, listening for taking a message.

Speaking : Making a presentation with a PPT on a topic assigned- organising the presentation using appropriate discourse markers - presenting a point of view - Extempore.

UNIT-2   **8L+0T+8P=16 Hours**

FASHION:

Reading   : Reading for data interpretation and information transfer from graphical aids to text reports (pictograms. tables, graphs, pie charts, flow charts), deducing specific information and general information

Vocabulary building: Business vocabulary, collocations, idioms and phrasal verbs.

Writing: Writing a Report: Drafting general and factual reports - writing an overview - an effective introduction - organising information into paragraphs (Stages of writing: planning /organising /writing / editing /rewriting)

Functional grammar: Transformations and miscellaneous common errors.

Listening : Listening to a Ted talk and sorting information – taking notes from a discussion.

Speaking : Group Discussion – prerequisites -generating content - initiating a discussion - expressing one's opinion ~ leading a discussion - agreeing/ disagreeing to someone's view - cutting into a speech - body language and voice modulation.

PRACTICES:
- E-mail writing.
- Letter writing.
- Report writing.
- Messaging in Social media.
- Extempore.
- Making PPTs.

SKILLS:
- ✓ *Apply different sub skills like skimming, scanning, reading for information, reading for inference etc. to understand different kinds of text.*
- ✓ *Apply different sub skills like top down, bottom up approaches to listening.*
- ✓ *Use functional vocabulary relevant to engineering and technology to express ideas lucidly.*
- ✓ *Use appropriate sentence structure, cohesive devices to construct simple text in regular correspondence like e-mails and letters.*

COURSE OUTCOMES:

Upon successful completion of this course, students will have the ability to:

CO No.	Course Outcomes	Blooms Level	Module No.	Mapping with POs
1	Apply a variety of strategies to interpret and comprehend spoken texts/ discourse using contextual clues.	Apply	1	6, 7, 8, 9, 10, 12
2	Apply appropriatereading strategies to interpret content / material related to engineering and technology domain.	Apply	1	6, 7, 8, 9, 10, 12
3	Possess an ability to write clearly on topics related to technology and workplace communication.	Analyze	2	6, 7, 8, 9, 10, 12
4	Choose functional language, grammar structures, cohesive devices and skills of organisation to express clearly in speaking.	Evaluate	2	6, 7, 8, 9, 10, 12
5	Participate in discussions and make short presentations on general and technical topics.	Create	2	6, 7, 8, 9, 10, 12

LANGUAGE LAB ACTIVITIES:

Session - 1: Dictionary Skills

Session - 2: Introduction to Phonetics and Identifying Phonemes

Session - 3: Pronunciation Practice (Commonly mispronounced words)

Session - 4: Rosetta Stone (Exercises on LSRW)

Session - 5: Listening Comprehension (Summarising exercise on a Ted Talk)

Session - 6: Technical Presentations (Individual)

Session - 7: Technical Presentations (Team)

Session - 8: TOEFL Mastery

TEXT BOOK:

1. N P Sudharshana & C Savitha, "English For Technical Communication", Cambridge University Press, 2016.

REFERENCE BOOKS:

1. Balasubramanian T,"A Text book of Phonetics for Indian Students", Orient Longman, New Delhi, 1989.
2. Krishnaswamy, N and Sriraman, T, "Current English for Colleges", Trinity publications, 2016.
3. Mohan Krishna and Meera Banerjee, "Developing Communication Skills", Macmillan India Ltd. New Delhi, 1990.
4. Ashraf Rizvi M, "Effective Technical Communication", 2nd Edition, McGraw Hill Education, 2017.
5. Narayana Swamy V R, "Strengthen your Writing", Third Edition Orient Black Swan, New Delhi, 2005.